**Minutes of Meeting 1:** *4.00 p.m. on 8th May 2018 at MIT Manukau Campus room-127*

**Chairperson:**  *Wijekoon Somasiri (170001510)*

**Minute Taker:** *Herath Premarathne (170001825)*

**Present:**  *Wijekoon Somasiri, Herath Premarathne*

**Apologies:** *None*

**Absent (no apology received):** *None*

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| **Agenda**  **Item** | **Description *– include a heading for each item recorded and a brief summary of the discussion.*** | ***Include the following four points:***   1. ***Action*** 2. ***Person responsible*** 3. ***Date action is to be completed*** |
| 1. | **Appointment of chairperson and recorder**  Wijekoon was appointed to chair the meeting and Herathwas appointed to take minutes of this meeting. |  |
| 2. | **Review of previous minutes and actions**  None |  |
| 3 | **Agenda items** |  |
| 1. Team formation | ***Action:*** Form the team with Wijekoon and Herath  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 8th May 2018 |
| 1. Discuss possible project ideas | ***Action:*** Research on cutting edge technologies such as computer vision, robotics, embedded systems etc.  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 11th May 2018 |
| 1. Selection of the final project idea | ***Action:*** Finalize to work on Driver safety and drowsiness detection system  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 8th May 2018 |
| 1. Discuss the project Idea with the Supervisor - Fadi Fayes | ***Action:*** Supervisor was satisfied with the project idea.  Discuss the business value of the project Idea.  Advised team members to research on existing solutions.  Advised to find possible datasets for face and eye detection.  ***Person Responsible:*** Wijekoon and Herath  ***Date to be completed:*** 8th May 2018 |
| 1. Start working on the draft project proposal template | ***Action:*** Fill out draft project proposal template for supervisor verification  ***Person Responsible:*** Herath  ***Date to be completed:*** 13th May 2018 |
| 4 | Date and time of next meeting  2.30 p.m. on 15th May 2018 |  |
| 5 | Close meeting: Record date and time the meeting closed  4.30 p.m. on 8th May 2018 |  |